



**DEPARTMENT OF THE ARMY
HEADQUARTERS FIRST REGION (ROTC)
UNITED STATES ARMY CADET COMMAND
FORT BRAGG NC 28310-5000**



ATOA-CS (20-1e)

22 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Rater and Senior Rater Responsibilities in OER and NCOER Counseling

1. References.

- a. AR 623-105, *Officer Evaluation Reporting System*, 1 APR 98.
- b. AR 623-205, *Noncommissioned Officer Evaluation Reporting System*, 31 MAR 92.

2. All officers and Noncommissioned officers who are raters and senior raters are reminded that they have certain regulatory duties to counsel soldiers who they are rating IAW the regulations referenced above. All soldiers are also reminded that they too must assist in the accomplishment of counseling by initiating contact with their rater and reminding him or her that counseling needs to be accomplished. While there are challenges to accomplishing these counseling duties, especially in Cadet Command; each commander is reminded that they must establish the environment in which proper counseling can occur despite the challenges. We owe it to all of our soldiers to provide fair and accurate evaluations of their duty performance and that cannot occur unless appropriate counseling is accomplished; it needs to be a priority.

3. A number of complaints about proper counseling have reached the Region Headquarters. In light of these complaints, all commanders and raters are reminded of the following. These items will be areas of special interest during the RCIs conducted the remainder of this fiscal year.

a. Officer counseling.

(1) Paragraph 2-9b, AR 623-105 requires rated officers to initiate the counseling process by beginning, "a discussion of his or her duty description and performance objectives with his or her rater. This must be done within 30 days after the beginning of each rating period."

(2) Paragraph 2-11b, AR 623-105 requires the rater to, "Discuss the scope of the rated officer's duties with him or her within 30 days after the beginning of the rating period."

(3) Paragraph 2-15d, AR 623-105 requires the senior rater to, "Ensure that rating officials counsel the rated officer throughout the rating period on meeting his or her objectives and complying with the professional standards of the officer corps."

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b. Noncommissioned Officer counseling.

(1) Paragraph 3-3c, AR 623-205 requires that, "Face-to-face performance counseling is required for all noncommissioned officers." Additionally, paragraph 3-6a, AR 623-205 requires raters to, "Counsel the rated NCO on his or her duty performance throughout the rating period. ... At a minimum, the rated NCO will be counseled [by the rater] within the first 30 days of each rating period and quarterly (every 3 months) thereafter ... The DA Form 2166-7-1 is mandatory for use by the rater when counseling all NCOs, CPL through CSM."

(2) Paragraph 3-8, AR 623-205 indicates that, "The senior rater's role is primarily ... overwatching the performance evaluation, and mentoring." Paragraph 3-8a, AR 623-205 requires senior raters to, "Use all reasonable means to become familiar with the rated NCO's performance throughout the rating period such as a periodical review of the counseling."

4. All commanders are charged with ensuring their soldiers receive fair and accurate evaluations and must therefore place appropriate emphasis on a solid OER and NCOER counseling program within their units.

FOR THE COMMANDER



KERRY R. PARKER
COL, AD
Chief of Staff

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